# APPENDIX E-070 P

## MANAGEMENT POLICY TABLE DOCUMENTS

### 1. PURPOSE

This procedure provides instructions for manually establishing and maintaining Management Policy Tables which enable management to place decision tables and constants in the computer processes. These tables and constants permit tailoring of computer processes to accomplish supply management actions peculiar to prescribed groups and/or individual items thereby implementing DSC and/or DLAH policy.

### 2. APPENDICES USED IN THIS PROCESS

a. Appendix A-16, Supply Condition Codes.

b. Appendix A-20, FEDSTRIP Civil Agency Codes.

c. Appendix A-42, Action Codes.

d. Appendix A-44, Weapon System Designator Codes (WSDCs)/Weapon System Maintenance Codes (WSMCs).

e. Appendix A-51, Customer Excess Transaction Status Codes.

f. Appendix A-54, Location Status Codes.

g. Appendix A-82, Violation Reason Codes.

h. Appendix A-116, Procurement Grouping Codes (PGCs).

i. Appendix A-130, MILSTRIP Service Conversion Codes for Accumulating Demand/Return Data.

j. Appendix A-159, Storage Mission Codes.

k. Appendix B-70, Management Policy Table Transactions.

l. Appendix B-144, Weapon Item Data Document.

m. Appendix B-147, Outgoing MIPR Contract Number Assignment Document.

n. Appendix E-070 V, Management Policy Table Document Violations.

o. Appendix E-144 V, Weapon Item Data Document Violations.

p. Appendix F-34, New Item Table 020.

q. Appendix F-69, Emergency Requirement Table 0220.

r. Appendix F-72, Forecast Return Percentage Table 0140.

s. Appendix F-82, Variable Safety Level Table 0070.

t. Appendix F-93, Source Preference Table Printout.

u. Appendix F-109, National Inventory Record (NIR) Printout.

v. Appendix F-115, SPR Maximum Acceptance Quantity Table 033.

w. Appendix F-116, Procurement Group Code Table 0110.

x. Appendix F-155, Program Change Factor Table 010.

y. Appendix F-156, Area Returns Table 023.

z. Appendix F-195, Materiel Returns Acceptable Condition Code Table 015.

aa. Appendix F-197, Materiel Returns Authorized Supply Status Code (SSC) and Maximum Mechanically Acceptable Level (MMAL) Table 016.

ab. Appendix F-199, Authorized Materiel Return Project Code Control Table 017.

ac. Appendix F-221, Stratification Policy Table 021.

ad. Appendix F-223, SSD/DSSP Control Level Table 019.

ae. Appendix F-249, Storage Mission Code Table 001.

af. Appendix F-259, Minimum Disposal Value Table 012.

ag. Appendix F-260, System Due-In Review Level Table 009.

ah. Appendix F-261, Agency Demand, Minimum System/Minimum Location Dollar Buy, Maximum Release Quantity, Safety Level, OWRMRP, and Procurement Cycle Period in Months Table 018.

ai. Appendix F-262, Alpha Factor Table 008.

aj. Appendix F-310, Stratification Policy Table 026.

ak. Appendix F-333, Safety Level Factors for Critical Weapon Systems Table 005.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Plans and Programs Branch or Materiel Support Branch (as applicable) of the Management Support Office in the Directorate of Supply Operations (DSO).

4. PROCEDURES/INSTRUCTIONS

a. GENERAL

(1) Computer procedures detect and reject DIC ZTA input documents with invalid data entries before establishing, changing, or printing any policy table. Refer to appendix E-070 V for processing violation documents resulting from these validity checks.

(2) After a table has been established or changed or after an inquiry has been processed, the Office of Data Systems (ODS) prints and sends an updated copy of the table to the DSO.

(3) Except for policy table 011, the entire table will print in response to an input document with any one of the four valid Actions Codes: GK (Add), GL (Delete), GM (Replace), and GN (Inquiry). For policy table 011 (Procurement Group Code Table (PGC)) only that part of the table applicable to the PGC in pos. 11-15 of the ZTA will be printed in response to the above codes. Adjustments and printing of tables occur daily. Refer to the applicable table in appendix B-70 for the related format. Any changes, additions, or deletions should be immediately made known as follows:

(a) Item Managers: Tables 001, 008, 009, 012, 014, 015, 016, 017, 018, 021, 022, and 026.

(b) DSO personnel as required: Tables 005, 007, 010, 011, 019, 021, 023, 025, and 026.

(4) DSCs should keep available the data used as a basis for preparing the input document until the updated table has been received.

(5) DSCs should develop an in-house form for recording a duplicate of the input document, or annotate the action on a copy of the current policy table. This record will be valuable when processing violations. Also, the updated policy table should be checked against the manual record.

(6) Policy tables are of either single-line or multiline construction.

(a) Tables 018, 021, 022, 025, and 026 are true single-line tables. Each table requires the preparation of one document to establish the single-line of information used in the table. Any other input document can only replace or interrogate the table. No deletions are allowed.

(b) Tables 005, 007 through 010, 012, 014 through 020, and 033 are multiple single-line tables. In these tables a single-line is established for each valid variation of the Key Element. (Table 010 has two different Key Elements used in combination.) Replacing or deleting a record in these tables requires use of the specific Key Element(s). FSC 9999 Key Element can never be deleted once entered in Tables 008, 009, 012, 014, 016, 019, or 020. MPT 007 cannot be deleted. MPT 005 Key Element 000, MPT 015 Key Element Z, and MPT 033 Key Element blank, can never be deleted once entered.

(c) Tables 001, 011, 013, and 023 are multiline tables. Tables 001, 013, and 023 accept a maximum of nine lines of information for each valid variation of the Key Element by preparing nine documents with Record Indicator Codes 1 through 9. MPT 011 uses 000 through 999. The table 001 Storage Mission Code AA can never be deleted once entered in the table.

(d) Table 025 can only be manually added to prior to SAMMS implementation at a DSC. This will have to be implemented during the environmental test phase.

b. PRECAUTIONS

(1) Always use Action Code GK to make the initial line entries in a policy table or to reestablish records deleted by Action Code GL (delete).

(2) Do not use Action Code GK (add) to place information in a single-line policy table unless the line is currently blank. Use Action Code GM (replace).

(3) In some instances, Action Code GK must be used to add data to an existing Record Indicator on a multiline table while in others Action Code GM must be used. Refer to specific instructions for each table.

(4) Action Code GL (Delete) requires care and accuracy. Action Code GL deletes the one-line of single-line tables. In multiline tables, it deletes not only the line specified by the document's Record Indicator but also all lines with higher Record Indicators. For instance, if Table 011 has seven lines of data recorded for a PGC, an attempt to delete line 4 will delete lines 4 through 7. Use Action Code GM (Replace) when possible.

(5) After deletions, a copy of the affected table prints with the statement, A Table (No.) Record Was Deleted for Key Element (appropriate K.

c. STORAGE MISSION CODES - POLICY TABLE 001

(1) Storage locations at which DSCs are permitted to position assets are designated as Prime storage locations. From these locations, the DSC will determine, by NSN, which locations are to have assets from procurement and requirements rolled up for display in the SSCS. These storage locations will be designated as Preferred storage locations. The arrangement, or grouping, of these Prime and Preferred storage locations by FSC/NSN will be the Storage Pattern. Each pattern will be assigned a separate Storage Mission Code though all the depot RICs recorded against one Storage Mission Code should be the same for all Storage Mission Codes. Only the Preferred/Prime relationship should be different.

(a) The Storage Mission Code consists of two alpha characters and will be developed IAW appendix A-159.

(b) Prime/Preferred Storage Locations are designated by the individual DSC, based on item characteristics and peculiarities, and will consist of PDDs and SSPs authorized for storage of materiel.

(c) Storage Mission Code AA for DIC FTE with Project Code RDE (automatic returns) can never be deleted and only the initial add transaction will post.

(2) Each Prime/Preferred Storage Location will be identified by a two position Location Indicator. The first position of the Indicator will be a P or F, indicating a Prime (P) or Preferred (F) activity. The second position will be used to identify locations which are authorized to stock War Reserve assets. These codes are E (East), W (West), S (South), and Blank (indicates that War Reserve is not applicable). Whenever the Record Indicator is 1 in pos. 22 an F must be entered in pos. 23. If the Record Indicator in pos. 22 is 2 through 9, either F or P can be entered in pos. 23. For DSCP-T (Clothing and Textiles), authorization for positioning of OWRMRP stock is restricted by HQ DLA policy. Therefore, the monitor for MPT 001 for SMC AA must put a W in pos. 2 of location FGZ which must precede AQ5 in order to create the correct WDF to position the OWRMRP stocks only in authorized storage locations. The monitor must also ensure creation of a SMC Pattern, WN, for Navy User Only Monetary Clothing Allowance (or Bag) Items, MCC A, B, J, or K, such that NDT has a W in pos. 2 and directly precedes NOT with pos. 2 blank, that NGT has an E in pos. 2 and directly precedes NNT with pos. 2 blank, and that FGZ has a W in pos. 2 and directly precedes AQ5 with pos. 2 blank for the authorized pattern configuration.

(3) Storage Location Indicators will be identified to a Storage Mission Code and placed in the Storage Mission Code Policy Table as reflected in appendix F-249.

(a) Each Storage Mission Pattern must contain at least one PDD designated as a Preferred Storage Location.

(b) Each Prime Storage Location must be identified to a Preferred Storage Location.

(c) Each Pattern may contain all of the DSC's Prime Distribution activities, or it may be restricted to specific activities.

(d) Only one Storage Mission Code may be assigned to a pattern. To facilitate the changing of a Storage Mission Pattern (Code) for an NSN, each Storage Mission Code within this table should contain identical RICs.

(e) A separate ZTA document must be input for each Storage Mission Code.

(4) The Record Indicator for each Storage Mission Code will be one whenever less than 10 Prime/Preferred Storage Locations are being utilized by a DSC. When more than 10 are required, Record Indicator two will be used. This will allow recording a maximum of 20 storage locations for each Storage Mission Code.

NOTE: Blank fields between storage locations and the recording of more than 20 storage locations for any Storage Mission Code must be avoided to prevent disrupting mechanized searches of an entire Storage Mission Code. Storage locations following a blank field will not be recognized. Storage locations beyond the twentieth position will cause the program to abort.

(a) When initiating an add, delete, or replace action, care must be exercised to avoid input of erroneous data. The Record Indicator is a mandatory element on all input. Delete actions should be minimized and initiated with care since the data pertaining to the Record Indicator indicated on the ZTA input is deleted and all higher Record Indicators for the Storage Mission Code are also deleted. Therefore, if care is not exercised, an entire table can be deleted erroneously. Whenever possible, replace actions should be utilized.

(b) When initiating replace actions, the entire ZTA document must be filled, since blanks in the input will blank out the data in the policy table file.

(5) Personnel designated by DSO will manually prepare the Storage Mission Code Management policy table input document (ZTA) to: Add to, delete, replace, or make: Inquiry of data in the Policy Table. These documents will be prepared IAW appendix B-70 and forwarded to the ODS for processing.

(6) When revision is initiated to revise the Storage Mission Code Policy Table, a revision may also be required for the SCF. See appendix E-119 P for preparation instructions of the input document to the SCF.

(7) DIC ZTA transactions for Prime/Preferred RICs, must be matched against Source Preference Table, segment AA.

(8) When a Prime/Preferred Storage Location is changed to an Attrition Site, its RIC must be maintained in the Storage Mission Code Policy Table as a Prime Storage Location until all previously recorded demands against the location have been purged. This will normally require one year from the time the DoDAAD is changed to discontinue recording demands at that location. When all previously recorded demands have been purged, the RIC of the Attrition Site may be removed from the various Storage Mission Patterns.

d. ADVANCE WARNING - POLICY TABLE 002

(1) The Advance Warning Table is maintained to provide the monthly capability to select both those Weapon System (WS) items with no stock on hand and those non-WS items approaching zero issuable assets that have either contracts past due or no contracts due-in within the specified period of time. The output of these studies is a determining factor in the followup to the DP&P for status and acceleration of delivery. Therefore, the criteria established in the Advance Warning Table should be coordinated with the DP&P. As circumstances warrant, the criteria entered in the table may be reviewed to increase or decrease the number of studies output.

(2) The purpose of the Advance Warning Table is to provide each DSC with the capability to obtain SSCS for the following categories of items:

(a) Weapon System (WS) Items - SSCS with Reason for Study Code WS will be generated on those WS items that are either:

1. Out-of-stock with contracts past due by equal to or greater than the number of days entered in pos. 23-25 or

2. Out-of-stock with no contracts due-in within the number of days entered in pos. 26-28.

(b) ICC 1 or P non-WS items (including ICC 1/P WS items with stock on hand) - SSCSs with Reason for Study Code AW will be generated on those items that:

1. Have contracts past due by equal to or greater than the number of days entered in pos. 39-41.

2. Have a Day-out Period equal to or greater than the entry in pos. 42-44.

3. Have a frequency count and annual dollar value demand equal to or greater than the entries in pos. 30-33 for frequency count and pos. 34-38 for annual dollar value demand. Frequency count and annual dollar value will only be considered for non-WS items. If an item does not have either a frequency count or annual dollar value or both of greater than or equal to the entries in pos. 30-38, no SSCS will be generated.

(3) Designated personnel of the DSO will manually prepare input document DIC ZTA, in the format of table 002, appendix B-70, and forward it to the ODS to establish and maintain the Advance Warning Table.

(a) ZTA input documents, Action Codes GK (Add), and GM (Replace), require entries in pos. 1-3, 7-9, 11-14, 23-44, and 77-80 in order to add or replace data.

(b) ZTA input document, Action Code GL (Delete), requires entries in pos. 1-3, 7-9, 11-14, and 77-80 in order to delete data. A 9999 in pos. 11-14 can never be deleted.

(c) ZTA input document, Action GN (Inquiry) requires entries in pos. 1-3, 7-9, and 77-80 in order to obtain a printout of the policy table.

(4) In order to eliminate the necessity for preparing a separate ZTA document for each class in the Commodity in loading or maintaining the policy table, when associated data is the same for several or all classes, enter 9999 in pos. 11-14 to indicate that associated data applies to all classes except those for which a specific FSC Policy record exists. If the associated data applies to all classes in the Commodity, only one ZTA input document is required to load or change data in the policy table. If associated data varies for classes in the Commodity, a ZTA document is required for the 9999 entry (the associated data applicable to the majority of the classes) and each of the remaining classes. Once entered in table 002, a 9999 Action cannot be deleted.

(5) ODS personnel will receive and validate ZTA input documents. Rejected input will be assigned a VRC, (see appendix A-82), identifying the cause of failure of an input transaction to be processed by the computer. Rejected input will be listed on a violation document, which will be forwarded to DSO for review. ZTA documents passing validation check will update table 002 and produce a printout of the table. The table printout (appendix F-445) will be forwarded to DSO.

(6) DSO will receive and process violation IAW appendix E-070 V. Table printouts will be reviewed to determine if ZTA document processed as intended by the originator. If table printout indicates that ZTA processing is valid, file printout for reference and review. If ZTA processed incorrectly, initiate corrective action as required.

e. SAFETY LEVEL FACTORS FOR CRITICAL WEAPON SYSTEMS - POLICY TABLE 005

(1) This table contains values between 01 and 99 which represent desired Supply Availability percentages for NSNs supporting Weapon Systems programs. The Supply Availability percentages are entered against Weapon System Indicator Codes (WSICs), Weapon System Designator Codes (WSDCs), and combinations of WSICs and WSDCs. The Key Element by which access is made to the table is the WSDC. In all instances but one, the WSDC is denoted by a two position alphanumeric Weapon Systems Code and a one position Service Code A, F, M, or N. For these alpha-numeric WSDCs, two types of Supply Availability entries may be made. A WSDC can have a desired Supply Availability percentage associated with it which is constant regardless of the types and essentialities of items which support the WS. To enter such a WSDC percentage in this table, a WSIC of zero must be used in DIC ZTA for the desired WSDC. As shown by appendix A-44, zero is not a legitimate WSIC and is used only to denote a particular type of entry to this table. In addition, an alphanumeric WSDC in this table may have up to four other percentages associated with it depending on the WS Essentiality Codes of other WSDCs which are supported by the same items as itself. For an NSN supporting more than one WS, the WSIC for the NSN may be F, G, H, J, P, R, K, M, or S depending on the highest WS Essentiality Code of all the WSs. A given WSDC in this table could have different percentages depending on the WSICs of the NSNs supporting it. Thus, for a given alphanumeric WSDC in this table, one to ten Supply Availability percentages may be entered for WSICs: 0, F, G, H, J, P, R, K, M, and/or S. The only WSDC entry in this table other than alphanumerics is all zeros, 000. A WSDC of 000 provides the opportunity to enter Supply Availability percentages against WSICs F, G, H, J, P, R, K, M, and/or S without being associated with a specific alpha-numeric WSDC. A WSDC of 000 must be established in this table and must never be deleted. A Supply Availability percentage cannot be entered for WSDC 000 with a WSIC of zero. A blank WSDC is invalid.

(2) Supply Availability percentages may be designated for a WSDC by itself, a WSIC by itself and/or a combination of WSDC/WSIC. For an NSN which supports at least one WS, the WSIC and WSDCs for the NSN which match those in this table are accessed to obtain the corresponding Supply Availability percentages. The highest percentage is then used in an augmented Variable Safety Level (VSL) computation for WSs NSNs. Accordingly, the WSIC for the NSN must be other than N, and the Safety Level Code must be V or W. The augmented VSL is computed either daily, monthly or quarterly as is the normal DoD VSL, and is then compared with the DoD VSL. The larger of the augmented VSL quantity or the DoD VSL quantity will update the safety level quantity in the Supply Control File. Other criteria necessary before the augmented VSL computation is performed for a WS item are an Item Category Code (ICC) equal to 1 or P, a SSC equal to 1, 4, 5, 6, 7, 8, or A, an Age of Item Code (AIC) equal to E, and a Shelf-Life Code equal to zero.

(3) Whenever an add, change or delete action is taken against this table, a printout of the table will be produced. This printout will be in the format of appendix F-333 and can be used to determine if the desired action occurred.

(4) A delete action (Action Code GL) will delete the specified WSDC identification and all accompanying Supply Availability percentages from this table, with the exception of WSDC 000. Positions 22-76 should be blank for a delete action. A replace action (Action Code GM) uses an overlay technique for updating the table. Only those WSICs input on DIC ZTA for the specified WSDC will update to the table, overlaying any existing percentages for the specified WSICs and creating new percentages for previously blank WSICs. Previous WSICs in the table not reinput on DIC ZTA will be overlayed with blanks. An add action (Action Code GK) can only be used to initially establish a WSDC and its associated WSIC percentages in this table.

(5) When entering data on DIC ZTA for Action Codes GK and GM, a maximum of four WSICs (0, F, G, H, J, P, R, K, M, and S) and their associated Supply Availability percentages may be entered in pos. 23-52 for any alphanumeric WSDC, and a maximum of nine WSICs (F, G, H, J, P, R, K, M, and S) and their associated Supply Availability percentages may be entered in pos. 24-52 for the zero (000) WSDC. The WSICs may be input in any order in the designated WSIC positions on DIC ZTA, but there must not be any blanks between consecutive entries which must begin in pos. 23. Any data input after a blank field will not update to the table, and will cause the input transaction to violate.

(6) Designated personnel of DSO will manually prepare the MPT 005 Safety Level Factors for Critical Weapon Systems input in the format of appendix B-70. The ODS accepts, validates, and processes the input.

f. VARIABLE SAFETY LEVEL - POLICY TABLE 007

(1) This table represents the Variable Safety Level (VSL) relative to each VSL category of materiel managed by a DSC. Categories currently in use are: R - applicable to replenishment items; B - applicable to Bag items; G - applicable to Government Furnished Materiel (GFM) items. A ZTA must be input for each category applicable to the DSC, utilizing pos. 11 of the transaction to designate the VSL category to which the data applies. It is only necessary to input the number of lines applicable to the processing DSC.

(2) The pos. 23-28 Backorder Goal (Beta O) figure represents the DSC backorder goal based on past experience. The F-82A, Variable Safety Level Backorder Frequency Count, monthly listing will be used to determine the DSCs past experience. A 000001 through 999999 entry is valid.

(3) The pos. 29-34 Prime Backorder Formula I (Beta I) is the figure the DSC will enter to achieve the desired DSC Backorder Goal in pos. 23-28. Initially pos. 23-28 (Beta O) Goal and pos. 29-34 (Beta I) will be set equal until more experience is gained from reviewing appendix F-082, Variable Safety Level Costs. The Prime Formula I will be used at the Quarter (i.e., December) and subsequently for monthly (VIP) computations. An entry of 000001 through 999999 is a valid backorder entry.

(4) The Backorder Formulas 2 through 6 represent the carefully selected backorder rates which will result in an intelligible Safety Level Costs spread that is meaningful. Lower and higher goals can be selected by management and as such can be used by management to determine a change for the next months (quarters) Prime Backorder Formula I input based on DSC budgetary limitations.

(5) Management at the DSCs, after initial implementation, must use the appendix F-082 (Costs) and appendix F-82A (Frequencies) to ascertain future changes that are defensible in a budgetary review.

g. ALPHA FACTOR - POLICY TABLE 008

(1) The purpose of the Alpha Factor Table is to store and maintain the Normal and Correcting Alpha factors used in the exponential smoothing formulas applicable to recurring demand forecasting and tracking signal computations. These factors are also used in the VSL computation to select the correct MAD Multiplier formula.

(2) This table allows the DSC to mechanically select and use alpha factors by VIP/Monthly and non-VIP for individual FSCs for all DSC commodities. However, the DSC can manually assign an alpha factor to an individual family number. Manually assigned factors override those in the table. (Refer to appendices E-064 P and E-064 V.)

(3) The alpha factor determines the relative weight to be assigned to the current period and all prior periods during the QFD computation.

(a) Procedures in chapter 53 prescribe that the selected alpha factor applies to both single and double smoothing formulas. Since the QFD computations use the double smoothing formula, the initial regular alpha selected for the table should be relatively low (i.e., .20) to avoid placing too much weight upon the current period demand data.

(b) When successive demand forecasts and the actual demands applicable to the periods covered by the forecasts do not agree within prescribed limits (refer to chapter 54), the system is out-of-track. A correcting alpha is used if the system is out-of-track twice in the same direction. The primary effect of the correcting alpha is to change the response of the system by increasing the weight placed upon demand. DSCs have the responsibility of establishing the correcting alpha by incrementing the regular alpha.

(c) Appendix F-183, Tracking Signal Report, should be used as an aid to evaluate the effectiveness of present alpha values (regular and correcting). Refer to appendix E-400 P.

(4) Responsible personnel make changes to the Alpha Factor Table by manually preparing an Alpha Factor Policy Table Change/Inquiry Document in the format of Table 008, appendix B-70. The ODS accepts and processes the document. The table will print in the format of appendix F-262.

(a) Field positions 1-3 and 7-9 must always contain DIC ZTA and 008 respectively. Positions 79-80 must contain one of the four valid Action Codes. For DSCP only, pos. 4-6 must contain RIC S9M, S9S or S9T as appropriate. The computer assigns the RIC for all other DSCs.

(b) Leave pos. 11-76 blank for inquiries (Action Code GN).

(c) Leave pos. 22-76 blank for deletions (Action Code GL). The pos. 11-14 FSC 9999 entry cannot be deleted.

h. SYSTEM DUE-IN REVIEW LEVEL - POLICY TABLE 009

(1) The System Due-In Review Level Table is a record of the percentages and factors used in developing the System Due-In Review Level for stock or future stock items, as well as a record by demand category of the Dollar Value of Restriction of the value of assets (using Acquisition Unit Cost) in Asset Groups 7, 11, 28, and 31 which stratify beyond the System Due-In Review Level to warrant IM review for possible cancellation/termination action. Asset Group 11 consists of Logistics Reassignment (LR) transfers with Type Due-In Code TD_/TP.

(a) For ICC 1 or P replenishment demand items, there will be pairs of Percentage of Procurement Cycle and Dollar Value of Restriction for four different demand value categories. The four categories are Low (Demand Value Code L), Medium (Demand Value Code M), High 1 (Demand Value Code H with QFD dollar value times 4 greater than $4,500 and less than or equal to $15,000), and High 2 (Demand Value Code H with QFD dollar value times four greater than $15,000). The QFD dollar values are computed using Acquisition Unit Cost.

(b) For ICC 2 or B Numeric Stockage Objective (NSO) items, the NSO Due-In Review Level will be developed by multiplying the first through fourth previous quarters of demand (Demand Codes R, N, and I (appendix A-6) by the NSO Due-In Review Level Factor in MPT 009. To the result of this computation are added depot backorders and any Special Program or Other Nonrecurring Requirements with Support Dates falling within the Procurement Lead Time (PLT) and Procurement Cycles. Note, that since NSO items do not contain Procurement Cycle Period months in the Supply Control File, this value is developed (for purposes of this application only) by counting a timeframe equal to the PTL as the Procurement Cycle. Assets in Asset Groups 7, 11, 28, and 31 (appendix A-59) must exceed the NSO System Due-In Review Level and, when valued at Acquisition Cost, a corresponding Dollar Value of Restriction in order to produce a Reason for Study Code DI SSCS.

(2) Designated personnel of the DSO will manually prepare input document DIC ZTA, in the format of Table 009, appendix B-70, and forward it to ODS to establish and maintain the System Due-In Review Level Table.

(a) DIC ZTA input documents, Action Codes GK (Add), and GM (Replace), require entries in pos. 1-3, 7-9, 11-14, 23-72, and 77-80 in order to add or replace data.

(b) DIC ZTA input document, Action Code GL (Delete), requires entries in pos. 1-3, 7-9, 11-14, and 77-80 in order to delete data.

(c) DIC ZTA input document, Action Code GN (Inquiry) requires entries in pos. 1-3, 7-9, and 77-80 in order to obtain a printout of the policy table.

(3) In order to minimize the number of DIC ZTA input documents required to load the System Due-In Review Level Table, 9999 should be entered in pos. 11-14 for the Percentages of Procurement Cycle/NSO Factor and Dollar Values of Restriction applicable to all or the majority of the classes in the Commodity. If only one group of percentages/factor and dollar values apply to the Commodity, only one DIC ZTA input document is required to load the table. When there are more than one group of percentages/factor and dollar values applicable to the Commodity, prepare a DIC ZTA document with 9999 for FSCs with the same associated data. The pos. 11-14 FSC 9999 entry cannot be deleted. Then prepare a DIC ZTA for each FSC with unlike associated data.

(4) In establishing the Percentages of Procurement Cycle, the IM must determine when due-in stratifying beyond total requirements through the Procurement Cycle warrant review. After this determination is made, the Percentages of Procurement Cycle are developed by dividing the desired excess quantities to the Procurement Cycle by the Procurement Cycle.

$$\text{Percentage of Procurement Cycle} = \frac{\text{Desired Review Qty. - Reqmts. thru Proc. Cycle}}{\text{Proc. Cycle Qty. (recurring requirements only)}}$$

(5) In establishing the NSO Due-In Review Level Factor, the IM must determine when due-in stratifying beyond the last 12 months' unit demand warrants review. After this determination is made, the NSO Due-In Review Level Factor is developed by dividing the desired review quantity by the last 12 months' unit demand.

$$\text{NSO Due-In Review Level Factor} = \frac{\text{Desired Review Qty.}}{\text{Last 12-mo. Demand (R, N, I)}}$$

(6) The ODS will receive and validate ZTA input documents. Rejected input will be assigned a VRC, (see appendix A-82), identifying the cause of failure of an input transaction to be processed by the computer. Rejected input will be listed on a violation document, which will be forwarded to DSO for review. ZTA documents passing validation check will update table 009 and produce a printout of the table. Table print-out (appendix F-260) will be forwarded to DSO.

(7) DSO will receive and process violations IAW appendix E-070 V. Table printouts will be reviewed to determine if ZTA document processed as intended by the originator. If table printout indicates that ZTA processing is valid, file printout for reference and review. If ZTA processed incorrectly, initiate corrective action as required.

(8) System Due-In Review Level Table should be reviewed at least quarterly to ensure the System Percentage of Procurement Cycle/NSO Factor and Dollar Values of Restriction are adequate for IM Review under current policy.

i. PROGRAM CHANGE FACTOR - POLICY TABLE 010

(1) Program Change Factors are ratios used to adjust Expected Demand over the forecast period for Low, Medium and High Demand Value items. These factors reflect planned changes in broad parameters such as personnel strength, number of flying hours, and so forth which may affect Expected Demand of the family. There must be a direct and significant relationship between the program data used to develop the factors and the Service(s) demands for the item being reviewed. Unreliable program data distorts the requirement forecast.

(2) In order to use Program Change Factors, the DSC must determine the Services to which factors will apply, obtain from the Services the data to be used in the factors computation, compute the factors, load the factors into Management Policy Table Number 010, and identify and code the NSN(s) to which the factors will apply.

(3) Before establishing Program Change Factors, consider the following discussion which is applicable to the illustrative chart at the end of this procedure:

In consonance with paragraph 4g(1) above, the DSC, in order to assign quantitative values to the element Program Data (see chart), must have established a significant correlation between accumulated demand for the Service and a Service program. Also, the DSC must have determined the anticipated average of program data for each forecast period. Furthermore, the DSC must be convinced that this correlation is reliable enough to allow adjusting the Expected Demand of the Service by a factor derived by dividing each quarter's average program data by that of the preceding quarter (see chart). Thus a Service's expected recurring demand, computed as directed in chapter 53, would be multiplied by a Program Change Factor (PCF) of 0.916 and, in this instance, reduced by approximately 8 percent. Personnel making the manual computations continue the determination of the remaining factors in the chart and then enter all factors in a ZTA input document. When the Program Data is constant for successive forecast periods, the result will be a factor of 1.000. Decimals are understood to always be between the first and second character of the PCF.

(4) These adjustments to the affected Services' Expected Demand plus the Expected Demand of all other Services and Agencies are called the Extended System Quarterly Forecast of Demand (EQFD). When PCFs do not apply, the sum of all Expected Demands is actually the QFD. The QFD is computed and stored in the Supply Control File even when PCFs apply to the item. The EQFD computation occurs only when needed by the computer processes. It is not retained as an element in computer files. However, when PCFs apply to Service(s), the Service Single and Double smoothed averages are stored and updated with service demand in the same manner as the system averages.

(a) Field positions 1-3 and 7-9 must always contain ZTA and 010, respectively. Positions 79-80 must contain one of the four valid Action Codes. For DSCP only, pos. 4-6 must contain RIC S9M, S9S, or S9T as appropriate. The computer will assign the RIC for all other DSCs.

(b) Leave pos. 11-76 blank for inquiries (Action Code GN).

(c) Leave pos. 22-76 blank for deletion (Action Code GL).

(d) Prepare a document for each Service (Army, Air Force, Navy, Marine Corps, U.S. Coast Guard, Other) even though the Service is not using factors. Enter 1.000 in each factor field in pos. 23-70 for the Service which does not employ the factor. Input of the documents indicates that a decision has been made for all Services while the 1.000 directs the computer to bypass the specific Service, in effect.

(5) Designated personnel of the DSO prepare the Program Change Factor Management Policy Table Change/Inquiry Document in the format of table 010, appendix B-70, and forward it to the ODS for processing.

(6) DSO personnel receive and process violations as described in appendix E-070 V. Documents which successfully pass all validity checks update policy table 010 and print in the format of appendix F-155.

(7) To make PCFs operative for an item requires preparation of the Item Program Change Document as directed in appendix E-187 P. Use the same appendix to discontinue their use on the item.

MANUAL COMPUTATION OF PROGRAM CHANGE FACTOR

QUARTER

| | t-1 t(CURRENT) | t+1 | t+2 | t+3 | t+4 --- | t+11 |
|---|---|---|---|---|---|---|
| PROGRAM DATA | 120 110 | 120 | 130 | 150 | 200 --- | PROGRAM DATA ONLY RECEIVED UP TO t+4 QUARTER |
| PROG. CHG. FACTOR COMP. | | | | | | |
| FORMULA | $\frac{PD_t}{PD_{t-1}}$ | $\frac{PD_{t+1}}{PD_t}$ | $\frac{PD_{t+2}}{PD_{t+1}}$ | $\frac{PD_{t+3}}{PD_{t+2}}$ | $\frac{PD_{t+4}}{PD_{t+3}}$--- | |
| EXAMPLE | 110 ÷ 120 | 120 ÷ 110 | 130 ÷ 120 | 150 ÷ 130 | 200 ÷ 150--- | |
| PROG. CHG. FACTOR | .916 | 1.091 | 1.083 | 1.154 | 1.333 --- | |

Program Data will be furnished by the Services at the request of the DSC.

COMPUTATION OF EXTENDED QUARTERLY FORECAST DEMAND

| EQFD COMPUTATION | | | | | | |
|---|---|---|---|---|---|---|
| FORMULA | $PCF_t \times ED_t$ | $PCF_{t+1} \times EQFD_t$ | $PCF_{t+2} \times EQFD_{t+1}$ | $PCF_{t+3} \times EQFD_{t+2}$ | $PCF_{t+4} \times$--- $EQFD_{t+3}$ | $PCF_{t+11} \times EQFD_{t+10}$ |
| EXAMPLE | .916x150 | 1.091x137 | 1.083x150 | 1.154x162 | 1.333x187--- | 1.000x249 |
| EXTENDED QUARTER FORE-CAST DEMAND (EQFD) FOR A SERVICE | 137 | 150 | 162 | 187 | 249 | 249 |

NOTE: $ED_t$ is the exponentially smoothed Expected Demand of a Service prior to adjustment for Program Change Factors (in example 150). During the next forecast, $ED_t$ will be recomputed forcing an updating of the EQFD.

j. PROCUREMENT GROUP CODES (PGC) - POLICY TABLE 011

(1) PGCs have been developed to provide the capability of mechanically identifying and procuring items which are similar/related and for which it is advantageous to procure concurrently. (Refer to appendix A-116.) Whenever one item within a PGC breaches its ROP Review Level, all other items within that PGC will be mechanically reviewed to determine which items will breach their ROP within the Minimum Procurement Cycle time period for this group. These items will be added to the mechanical procurement.

(2) The PGC will consist of five numeric characters IAW appendix A-116.

(3) MPT011 is organized by Record Indicator within PGC. For each PGC there is a Control Record assigned Record Indicator 000 that contains the following data elements:

(a) Monthly Delivery Percentages. There are 12 monthly delivery percentages in the Policy Table. However, only the first 11 will be entered in the DIC ZTA transaction in pos. 23-25, 26-28, 29-31, 32-34, 35-37, 38-40, 41-43, 44-46, 47-49, 50-52, and 53-55. If 12 deliveries are desired, the system will compute the difference between the total of the first 11 percentages and 1.000 and put the difference in the table as the twelfth delivery percentage. Entries in two or more delivery percentage fields must equal 1.000 and will override delivery schedules developed by procurement cycle divided by the operating level. If no percentages are required, 999 must be entered in pos. 23-25 and blanks in pos. 26-28 or the DIC ZTA will violate.

(b) ALT/PLT. Enter the ALT and/or PLT of the PGC in pos. 59-61 and 63-65, respectively. Enter the ALT Inhibit code and/or PLT Inhibit code of the PGC in pos. 62 and 66, respectively. An entry here is only necessary when building a record or deleting these particular fields. These fields will be updated mechanically when the ALT/PLT parameters in MPT 020 have been breached. At DSCP-T, after update transactions have been processed against MPT 011, DIC ZR3 transactions will be internally generated to update the ALT in the SCF; and DIC ZR2 transactions to update the ALT Inhibit in the SCF. The ALT update works only in this direction. If a leadtime is first changed in the SCF, MPT 011 will not be updated.

(c) Minimum Procurement Cycle. A Minimum Procurement Cycle (MPC) will be assigned to each PGC dependent upon the characteristics of the items within that group. Assignment of this MPC will normally be based on the lowest Procurement Cycle (PC) Months computed for the items in the PGC. An exception would be made when the lowest PC Months was unusually large, i.e., greater than six months. The MPC is updated automatically if the PC Months mechanically computed for any item in a PGC is less than the current entry in MPT011. Examples of other factors influencing the assignment of the MPC would be:

1. If there is a price advantage from making large quantity procurements, the MPC may be larger, e.g., four to six months. However, it is recommended that this value not exceed six months.

2. If the availability of funds is restricted, the MPC may be smaller, e.g., one to three months. Once this MPC is entered into MPT 011, it will be utilized in mechanical procurements. A normal minimum entry is three months.

3. If the PGC MPC is recorded as zero, then the buys will only be output for those NSNs within the PGC which are actually in a reorder position.

(d) Method of Delivery. For DSCP-C&T only. There are four optional Methods of Delivery. The pos. 67 entry will determine which Delivery Method to apply to the PGC Delivery Schedule. The various Methods of Delivery are defined in chapter 26.

(e) PGC First Delivery. For DSCP-C&T only. The PGC First Delivery time represents the number of days from the date of award until the contractor is scheduled to make the first increment delivery. The PGC Delivery Schedule's first incremental delivery will be assigned based on the entry in pos. 68-70.

(f) X, Y, Z-Item Percentages. For DSCP-C&T only. The X, Y, Z-Item Percentages are used to determine which sized items are to be assigned as large, medium and small quantity NSNs to the appropriate Method of Delivery that is to be applied to the PGC Delivery Schedule. The percentages represents an individual NSNs percentage of delivery in relationship to the PGC total delivery quantity.

1. Positions 71-72 equals the X-Item Percentage. All NSNs whose percentage of delivery is equal to or greater than the pos. 71-72 entry are assigned as X-Items. The X-Item Percentage must be greater than the Z-Item Percentage.

2. Positions 73-74 equals to the Z-Item Percentage. All NSNs whose percentage of delivery is equal to or greater than the pos. 73-74 entry are assigned as Z-Items. The Z-Item Percentage must be less than the X-Item Percentage.

3. Those percentages that fall between the pos. 71-72 and pos. 73-74 entries determine which NSNs are assigned as Y-Items.

(g) Depot Distribution Method. For DSCP-C&T only. There are two Depot Distribution Methods. The pos. 75 entry will determine which distribution method to apply for allocation of due-in materiel to depot storage facilities. The Depot Distribution Methods are defined in chapter 26.

(h) NSN PLT Update Percentage. For DSCP-C&T only. This percentage is used in the quarterly NSN PLT update and represents the percentage of the total PGC Procurement Cycle quantity that is used in the computations to determine X, Y and Z-Items. The percentage is read as tens, e.g., 0 = 100%, 1 = 10%. The NSN PLT Update computation is defined in chapter 26.

(i) Method of Computation Code. All NSNs within a PGC must reflect the same Method of Computation Code (MCC). Therefore, when the MCC is input on the DIC ZTA transaction, the system will generate internal DIC ZR2 transactions to update the Supply Control File for each NSN in the PGC.

(j) ORC Update Indicator. If all NSNs within the PGC are managed by the same Item Manager, an entry of Y in pos.56 will cause internal DIC ZR3 transactions to be created to update the Supply Control File for all NSNs with the PGC ORC reflected in pos. 57-58. If NSNs are managed by different Item Managers, an entry of N in pos. 56 will block the creation of internal DIC ZR3s and the PGC ORC in pos. 57-58 will not be used.

(k) PGC ORC. Positions 57-58 will contain the ORC of the Item Manager assigned to manage all NSNs within the PGC. If different Item Managers manage various NSNs, an entry of N in the ORC Update Indicator in pos. 56 will ensure that the PGC ORC will not be used.

(l) Action Code. There are four acceptable Action Codes for MPT011: GK (add), GL (delete), GM (replaced), and GN (inquiry).

1. The GK (add) Action Code may be used to build a completely new record or to add an NSN to an existing record. The DIC ZTA process will violate duplicate Record Indicators for the GK Action Code. Therefore, if Record Indicator 003 contains two NSNs and you wish to add a third NSN to form a complete line, a GK must be used. In this case, add only the new NSN to a Record Indicator greater than 003. The system will automatically move this NSN to Record Indicator 003 to fill in the blank space. A GK Action Code may also be used to add a new Record Indicator. However, the new Record Indicator must be greater than the largest Record Indicator already in MPT 011. For example, a GK may be used to add Record Indicator 007 to a PGC that only has Record Indicators 000-006 assigned.

2. The GL (delete) Action Code should be used to delete an entire PGC or all Record Indicators following a specific Record Indicator. The GL should not be used to delete an NSN from a Record Indicator or only one Record Indicator from a PGC. To delete an entire PGC, enter 001 in the Record Indicator field and use a GL Action Code. The system will delete the PGC in pos. 11-15 plus Record Indicator 001 and any subsequent Record Indicators for the PGC. If any other Record Indicator is entered, that record plus all subsequent records for that PGC will be deleted. For example, if a PGC has records 000 to 008 and 005 is entered with a GL Action Code, records 005 through 008 will be deleted. To delete an NSN or only one record, use Action Code GM (replace).

3. Use the GM (replace) Action Code to delete an NSN from a record or to delete a record from a PGC. For example, if Record Indicator 002 contains NSNs D, E, and F and you wish to delete NSN E, input the DIC ZTA with Action Code GM with NSN D in pos. 23-35, NSN F in pos. 39-51 and blanks in 55-67. To delete an entire record, input the DIC ZTA with blanks in pos. 23-67. Note that the system will not permit blank fields to actually exist within the Policy Table and will automatically move NSNs which follow the deleted record into the blank space beginning with the last NSN recorded for that PGC. It will also change Record Indicators if required. For example, if the table is established as follows and NSN E is deleted:

BEFORE

| Record | NSNs |
|---|---|
| 001 | A, B, C |
| 002 | D, E, F |
| 003 | G, H, I |
| 004 | J, K, L |

AFTER

| | |
|---|---|
| 001 | A, B, C, |
| 002 | D, F, L |
| 003 | G, H, I |
| 004 | J, K |

If Record Indicator 002 is totally deleted, then:

AFTER

| | |
|---|---|
| 001 | A, B, C |
| 002 | G, H, I |
| 003 | J, K, L |

Since it is the Size Sequence Indicator which determines the sequence in which the NSNs will be used (for example: in the printing of Recommended Buy Delivery Schedules), the physical position of the NSN on the Policy Table is of no importance.

4. All MPT011 builds, file maintenance, and inquiries are to be accomplished IAW appendix B-070.

5. There is no limit to the number of add, change, or delete actions that can update any number of different PGCs in any one cycle. All transactions will update the Policy Table; however, only the first 4000 PGCs in numerical sequence will appear on that cycle's F-116 Report.

(j) Size Sequence Indicator. The Size Sequence Indicator is a three position code ranging in value from 001 to 999. It is used as a sort key to identify the sequence in which NSNs are to be displayed on system output such as Recommended Buy Delivery Schedules (F-463). The sort sequence is numeric order, low to high. There is an indicator related to each NSN in MPT011 Record Indicators 001-998 and it is input with its related NSN on the DIC ZTA transactions. The specific fields are: pos. 36-38 for the first NSN, 52-54 for the second and 68-70 for the third. Blanks in these fields are valid entries. Therefore, to remove a Size Sequence Indicator enter zeros in the fields that are to be blanked. An indicator may be changed in order to adjust the position to which its NSN is sequenced but, since the DIC ZTA is an overlay transaction, all data related to that Record Indicator must be entered.

k. MINIMUM DISPOSAL VALUE - POLICY TABLE 012

NOTE: DSCs will load table 012 to reflect the DSC policy. DIC ZRB for the disposal value range will be directed to the IM for review.

(1) The purpose of this table is to maintain the dollar values which determine when assets valued at Acquisition Unit Cost have stratified beyond the System Retention Limit and may be economically disposed of.

(2) DSCs can use this table as an aid in controlling disposal action workload placed upon the DSO. Also, the flow of disposal actions to field activities can be moderated. The suppression of Recommended Disposal Documents (DIC ZRB, appendix B-108) up to the maxim of $999,999 disposable excess may be accomplished.

(3) To effect maximum suppression of disposal actions, pos. 29-34 must equal pos. 23-28. Positions 35-40 must contain 999,999. This action indicates any value of excess less than pos. 23-28 is uneconomical and should not occur; and the IM wants to see only items which have disposable excess equal to or greater than $999,999. If DSC current policy is to initiate no disposal actions, the IM would not reenter the DIC ZRB documents showing excess of $999,999 or more. All excess materiel would remain in the computer asset records.

(4) DSCs may apply a single policy to all FSCs by entering 9999 in pos. 11-14 of the DIC ZTA document. Otherwise, a DIC ZTA document must be prepared for each FSC with a unique policy; 9999 can be used for those with the same policy.

(5) Field pos. 1-3 and 7-9 must always contain DIC ZTA and Table 012, respectively. Positions 79-80 must contain one of the four valid Action Codes. For DSCP only, pos. 4-6 must contain RIC S9M, S9S, or S9T as appropriate. The computer will assign the RIC for all other DSCs.

(6) Leave pos. 11-76 blank for inquiries (Action Code GN).

(7) Leave pos. 22-76 blank for deletion (Action Code GL). The pos. 11-14 FSC 9999 entry cannot be deleted.

(8) Enter ORC of the responsible organizational element.

(9) Appendix F-259 prints after updating has been completed. It contains the DSC policy decisions for all FSCs. Unless further updating is initiated before stratification occurs, disposition of disposable excess takes place as reflected in the table. An exception is Reduced Price Sales items. Excess on these items is always reviewed by the IM before disposal takes place.

(10) A DIC ZRB document prints out for each item which has disposal excess equal to or greater than the value in pos. 35-40. It is the IM's responsibility to review these documents and code them for reentry to obtain a Supply Control Study - Long Supply (appendix F-170) and Recommended Disposal Documents, DIC ZLC, (appendix B-31). Refer to appendix E-108 P for DIC ZRB processing procedures and E-031 P for processing DIC ZLC.

l. FORECAST RETURN PERCENTAGE - POLICY TABLE 014

(1) Designated personnel of the DSO will manually prepare input document DIC ZTA in the format of Table 014, appendix B-70, and forward it to the ODS to establish and maintain the Forecast Percentage Table.

(a) DIC ZTA input documents, Action Codes GK (Add) and GM (Replace), require entries in pos. 1-3, 7-9, 11-14, 23-25, and 77-80 in order to add or replace data.

(b) DIC ZTA input document, Action Code GL (Delete), requires entries in pos. 1-3, 7-9, 11-14, and 77-80 in order to delete data. Action Code GL will not delete data in pos. 23-25. The pos. 11-14 FSC 9999 entry cannot be deleted.

(c) DIC ZTA input document, Action Code GN (Inquiry), requires entries in pos. 1-3, 7-9, and 77-80 in order to obtain a printout of the policy table.

(d) Field pos. 11-14 require entry of applicable FSC or 9999 on DIC ZTA input document with Action Code GK, GL, or GM. When one Returns Forecast Adjustment Factor applies to the entire Commodity, 9999 should be entered, and only one DIC ZTA document prepared. When more than one Returns Forecast Adjustment Factor apply to the Commodity, 9999 should be entered for the factors which are applicable to the majority of the classes. Prepare additional DIC ZTA transaction for each of the remaining FSCs. Enter the FSC in pos. 11-14 and the Returns Forecast Adjustment Factor in pos. 23-25.

(e) The Returns Forecast Adjustment Factor in pos. 23-25 is a 3-position numeric factor which must be greater than zeros (000); two decimal places are assumed to apply.

(f) A Returns Forecast Adjustment Factor expresses the confidence of DSC management in the Quarterly Forecast of Returns. Normally, the entry should be 1.00.

(2) ODS personnel will receive and validate DIC ZTA input. Rejected input will be assigned a VRC, (see appendix A-82), identifying the cause of failure of an input transaction to be processed by the computer. Rejected input will be forwarded to DSO for processing. DIC ZTA documents passing validation check will update table 014 and produce a printout of the table. Table printout will be forwarded to DSO.

(3) DSO will receive and process violations IAW appendix E-070 V. Printout will be reviewed to determine if DIC ZTA transaction processed as intended by the originator. If table printout (appendix F-72) indicates that DIC ZTA processing is valid, file printout for reference and review. If DIC ZTA processed incorrectly, initiate corrective action as required.

m. MATERIEL RETURNS, ACCEPTABLE CONDITION CODE - POLICY TABLE 015

(1) This table represents the acceptable Condition Codes for which the DSC will grant credit/accept materiel. Acceptable Condition Codes are based on those entered into a specific segment of the table. Each NSN either has a blank or an alpha A-Z (less I and O) or numeric 1-9 entered into the SCF record as an Acceptable Condition Code Indicator (ACCI). A blank ACCI will be assumed to be a Z for Table 015 validation purposes. An ACCI cannot be entered into the SCF unless there is a corresponding segment in table 015. The ACCI and segment codes are identical. Also, this table indicates the percentage of Standard Unit Price that will be used for credit computations. The percentage will be used for computation of dollar value of credit to be granted after the mechanical or manual decision to grant credit has been made. The percentage of Standard Unit Price is also used to compute dollar value of credit to be granted based on condition code of materiel reported by the customer or received by the depot.

(2) Whenever any action is taken to change Policy Table 015, a printout of the file will be created. This printout will be in the format of appendix F-195 and can be used to determine if the desired action took place.

(3) Delete (GL) action can never be taken for Segment Z which serves as the DSC constant for acceptable conditions. However, Segment Z can be changed - both Condition Codes and/or the Percentage entered. When add (GK) or replace (GM) action is taken, updating of this table employs an overlay technique. That is, if blanks are in a GK or GM input, existing data will be overlayed with blanks.

(4) When entering data into the file, fill out the input document by placing the Segment Code, Condition Codes and Percentage of Standard Unit Price consecutively left to right. Any data put in the document after a blank field will not be established in the file. Leave pos. 11-76 blank for Inquiries (Action Code GN).

(5) Designated personnel of DSO will manually prepare Excess Returns Acceptable Condition Code Table Change/Inquiry Document in the format of Table 015, appendix B-70. The ODS accepts, validates and processes the document. The table prints in the format of appendix F-195.

n. MATERIEL RETURNS AUTHORIZED SSC AND MMAL - POLICY TABLE 016.

(1) This table is used in the processing of Reports of Customer Excess Materiel to:

(a) Specify the Supply Status Codes (SSCs) by FSC, which will be considered for return with or without credit. The absence of an SSC in this table indicates that disposal disposition will be applied unless special instructions are applicable, i.e., DLA/Service agreement.

(b) Ensure that credit will not be automatically granted to a customer when the dollar value credit at Basis Cost in the Standard Price/Acquisition Cost File, USFMSPAF, in the SAMMS Financial Subsystem is greater than the MMAL as established. When it is determined by the computer that materiel is required and that credit is to be granted, the dollar value of credit at Basis Cost will be checked against the MMAL figure in the policy table. If the credit to be granted exceeds the MMAL the document will be ejected for manual review and determination of creditability, under RRC GR. This violation will be accompanied by a SSCS, appendix F-167, reflecting current stock position and requirements and coded management information.

(c) Specify the number of year used in the computation of the MRP Returnable Limit. The MRP Returnable Limit is computed for each Report of Customer Excess received, and is used in the determination of creditable, noncreditable and/or disposal status. Entry is applicable to FSC 9999 and an entry of 00 or 01 is invalid.

(d) Make certain that Reports of Customer Excess that are below the established Minimum Dollar Value are not processed mechanically in order to determine credibility in the Materiel Returns Program. When it is determined that the extended dollar value is equal to or less than the Minimum Dollar Value, then transactions that have a recorded Type 1

Backorder, a Recommended Buy or Purchase Request, or a Manager Review Code B or R are assigned RRC MD and output for manual review on the Materiel Returns Reentry transaction, DIC ZTX. All other transactions that are below the Minimum Dollar Value are assigned Customer Excess Status Code TC and transmitted to the reporting activity on Reply to Customer Excess Report, DIC FTR. The Minimum Dollar Value is established by HQ DLA. DIC ZTA entry is applicable only to FSC 9999.

(e) Ensure that Reports of Customer Excess that are above the established Maximum Dollar Value are not mechanically processed to completion in the Materiel Returns Program. When it is determined that the extended dollar value is equal to or greater than the Maximum Dollar Value, then prior to generation of credit/noncredit/disposal status on the Reply to Customer Excess Report, DIC FTR, the Customer Excess Report is assigned RRC UC and output for manual review on the Materiel Returns Reentry transaction, DIC ZTX. If a Project Action Code is assigned to the Customer Excess Report, then RRC DM is assigned for manual review. The Maximum Dollar Value is established by HQ DLA. DIC ZTA entry is applicable only to FSC 9999.

(2) Table 016 maintenance actions:

(a) When delete (Action Code GL) action is taken, the entire FSC line in the table will be deleted.

(b) When add (Action Code GK) action is taken, the FSC line being added must not be recorded in table 016. Add action cannot be taken against an existing FSC line. If attempted, such input will be rejected under VRC K2.

(c) When replace/change (Action Code GM) action is taken, the document input, appendix B-70, must be filled with those entries which will represent the changed FSC line. That is, GM input processes on an overlay principle. Data matching existing data will be changed/ perpetuated as entered on the input transaction. If a blank is in the transaction for data recorded in the table, the table data will be overlayed with blanks.

(3) Designated personnel of DSO will manually prepare Excess Returns Authorized SSCs, Minimum Dollar Value, MMAL, and Maximum Dollar Value Table Change/Inquiry Document in the format of appendix B-70 (subparagraph n, table 016). The ODS accepts, validates, and processes the document. (The table prints in the format of appendix F-197.)

o. AUTHORIZED MATERIEL RETURNS PROJECT CODE CONTROL TABLE - POLICY TABLE 017

(1) A Materiel Return Project Code (MRPC) entered into table 017 represents a bonafide agreement between HQ DLA and the Service/Agency involved. MRPCs are assigned by DLA-OS. DSC personnel will not enter/ delete a MRPC unless specifically directed to do so by DLA-OS. When assigned, DSCs will be furnished information relative to the specific processing decision required. These decisions are enforced within the Materiel Returns Program (MRP) by the application of Materiel Returns Project Action Code. Refer to appendix A-95.

(2) Information required to enter a MRPC into this table are:

(a) MRPC - 3-digit project code furnished by DLA-OS.

(b) Service/Agency Code - The BSC representing the Service or Agency involved in the agreement. A MRPC may apply to more than one Service/Agency.

(c) Project Action Code - Assigned from appendix A-95 based on action required. An Action Code can be applied to several MRPCs.

(3) A MRPC with corresponding Action Code will override both mechanical and manual decisions. For example, if either the MRP or the IM should direct a disposal action, and the Action Code recorded in Table 017 requires that all materiel will be returned (with or without credit), the MRP will assign the appropriate Status Code directing that the materiel be returned.

(4) Reports of Customer Excess Materiel, DIC FTE, containing a Project Code in pos. 57-59 which is not recorded in this table, will not be output for manual review due to the pos. 57-59 entry not being in the table.

(5) An DIC FTE processed citing a MRPC recorded in the table, but citing a Service/Agency Code in pos. 30, or 45 not corresponding to the Service/Agency Code recorded for the MRPC will not be subject to the table controls. Such an input will bypass the table and be processed in a normal manner.

(6) Designated personnel of DSO will manually prepare Authorized Materiel Return Project Code Control Table Change/Inquiry Document IAW appendix B-70 (subparagraph o, Table 017). The ODS accepts, validates, and processes the document. The table prints in the format of appendix F-199.

p. AGENCY DEMAND AND MINIMUM SYSTEM DOLLAR BUY, MRQ, OWRMRP, PCP FACTORS - POLICY TABLE 018

(1) The purpose of this table is to establish and maintain the:

(a) Identification of the three Agencies or Services, other than the mandatory Military Services, for which demands will be displayed on lines 5, 6, and 7 of the SSCS (appendix F-167). Lines 1 through 8 of the SSCS display Recurring and Nonrecurring demand including MAP Grant Aid demands which must be handled the same as United States Military Service demands. Those Service/Agency demands not separately displayed on lines 1 through 7 are entered on line 8 as a single total. Line 9 reflects MAP Direct Sales in the QFD computations of Low Demand Value items but excluded from those for High and Medium Demand Value items. P coded demands appear separately on line 10 of the study.

(b) Minimum System Dollar Buy Value established at the option of each DSC. This value is used as a reference point by the computer to determine the minimum dollar value of materiel purchased for the system using Acquisition Unit Cost. If the sum of all locations purchase requirements are less than the Minimum System Dollar Buy, the total purchase will be raised to the system minimum value.

(c) Automatic Provisioning/NSO/Replenishment Dollar Buy values established at the option of each DSC. These values (computed using Acquisition Unit Cost) are used as a reference point by the computer to determine which procurement actions are automatically generated and are listed on the appendix F-168.

1. For the Automatic Provisioning Buy Dollar Value, enter a figure equal to one-tenth the desired level. Normal entry is 250, resulting in a level of $2500. The multiplication will be accomplished automatically and the extended value printed on appendix F-261. When the dollar value of an initial provisioning buy exceeds this level, the buy is output on appendix F-167 with Reason Codes NN/RP. Otherwise, appendix F-168, accompanied by appendix F-106, is generated.

2. Whenever the total system recommended buy for ICC 2 or B, NSO coded item is greater than the Automatic NSO Dollar Value (pos. 36-38).

3. For the Automatic Replenishment Dollar Buy Value (pos. 39-41), enter a figure equal to one-tenth the desired level, e.g., for $1500 enter 150. This level is to be entered and maintained IAW HQ DLA guidance. The multiplication will be accomplished automatically for use in the daily requirements process and the extended value will be printed on appendix F-261. Whenever the total system recommended Buy Dollar Value for an ICC 1 or P item is greater than the extended dollar value, appendix F-167 is generated.

(d) Procurement Cycle T Factor which HQ DLA has set initially at T=74 for all DSCs. DLA-OSR must approve all deviations. The T Factor derives from the standard EOQ formula and represents the ratio of the cost to procure materiel to the cost to hold inventory. Mathematically, when computing EOQ on a demand forecast expressed in terms of a quarter's demand, T equal 2 times the square root of 2P where P equals Cost to procure and I equals Cost to hold I expressed as a percent per year of average inventory.

(e) Procurement Cycle Breakpoint Values M1, M2, and M3 which have been set initially by HQ DLA for all DSCs at $38 (three years), $1,125 (six months) and $3,750 (three months) respectively. Deviations must be authorized by DLA-OSR.

1. Breakpoint values are used to determine the number of months in the procurement cycle for items assigned Age of Item Code E (established) other than those assigned ICC B or 2 (NSO) or Procurement Cycle Code F (fixed).

2. The Dollar Value of the QFD (DVQD) computed by using Acquisition Unit Cost, is compared to the Breakpoint Values. The number of months in the Procurement Cycle depends upon which of the Breakpoint Values the items DVQD is equal to or greater or less than in value.

3. For additional information, refer to chapter 55, section II.

(f) MRQ Factors for Low Value, Medium Value, High Value, and NSO items are included in policy table number 18. Establishment and maintenance of the MRQ is described in chapter 32. The system factors are multiplied by the QFD, QFD/New Item, or NSO quantity in the SCF

whenever these elements are changed during the daily SCF update. The MRQ is then passed to the NIR and the quantity is entered in the MRQ field for items having an NIR Level Inhibitor Code 2 or 0.

(g) The Funding Restriction Factor for Safety Level items is established at the option of each DSC in the event funding restrictions are in effect. The OWRMRP factor can only be changed with the concurrence of DLA-OSR. Whenever there is a reduction in the Safety Level or OWRMRP quantity, the ROP is computed based on the reduced levels. These reduced levels are used for computation purposes only; the actual Safety Level quantity and OWRMRP quantity in the SCF will not change.

1. The Safety Level Quantity field in the SCF will be multiplied by the Safety Level Reduction Factor to obtain the Safety Level Quantity to be used in daily computations.

2. The system OWRMRP field in the Supply Control Record will be multiplied by the OWRMRP Reduction Factor to obtain the OWRMRP Quantity to be used in daily computations.

3. The range of factors 00 through 09 represent the percent of funding restrictions. A 100 percent reduction is indicated by a numeric 00 entry (i.e., 0.0). When no funding restrictions are in effect, the factor loaded into table 018 should be 10 (i.e., 1.0). Blanks are invalid.

4. Neither the Safety Level or the OWRMRP Reduction Factor will be used in the chapter 37 Stratification or the chapter 31, Excess computations.

(h) When no funding restrictions are in effect, the Procurement Cycle Period (PCP) in Months which are set initially at a maximum of 36 months for Low Value items, 22 months for Medium Value items, six months for High Value-1 items ($4,500-15,000), and three months for High Value-2 items (over $15,000). High Value-1 and High Value-2 dollar ranges are in terms of Acquisition Unit Cost.

1. The PCP in Months field in the SCF will be compared to the PCP Months field in table 018 for the appropriate demand value range.

2. If the PCP Months field in Table 018 is less than that in SCF, the table 018 PCP Months will be used in computations of recommended procurement.

3. If the PCP Months in Table 018 is greater than that in the SCF, the PCP Months in the SCF will be used.

4. When the PCP Months in Table 018 are used, they will be reflected in all types of DDCSs, i.e., not limited to RP/RG/IB Studies.

(i) For both the Safety Level/OWRMRP Reduction Factors and the PCP in Months, the Management levels maintained in the NIRF, including the UMMIPS Control Level and Reimbursement Level, will not be updated as the result of temporary funding restrictions.

1. A recommended buy will not be generated if a DIC ZR6 Reorder Point Hit notification is received from the Distribution Subsystem when assets are greater than the ROP reduced by funding restrictions.

2. The System ROP field in the NIR will be updated with the reduced ROP and the ROP Signal Date will be canceled.

3. The Header Data portion of the Standard Supply Control Study, appendix F-167, will reflect the actual PCP in Months and Safety Level Quantity carried in the SCF.

4. The System and Depot Analysis Sections of the SSCS will reflect the reduced System OWRMRP Safety Level and Procurement Cycle quantities.

5. In order to keep the number of repetitive procurements at a minimum, care should be taken when funding restrictions are in effect. As a result of buying less than the full EOQ, increased number of low dollar value procurements will be made. As an alternative, reduction in procurements can be accomplished on a selective basis for high dollar value items.

(2) Selection of Agencies or Services for lines 5, 6, and 7 of the SSCS is an option of the DSC. One, two, three or more may be chosen. The remaining associated data elements are mandatory entries.

(3) The table will print in the format of appendix F-261.

(4) Delete (GL) action can never be taken.

For DSCP the PCP for High Value-2 items is six months. Deviations must be authorized by DLA-OSF. Blank or zero filled columns are invalid.

q. SSD/DSSP CONTROL LEVEL - POLICY TABLE 019

(1) The SSD/DSSP Control Level Table does not include the SSD/DSSP Control Level as a data element. It contains the SSD/DSSP Control Level Factor which is developed by each DSC and used in conjunction with the System QFD and PRDA(s) of the SSD/DSSP to compute the SSD/DSSP Control Level. These levels will be computed for each family of replenishment demand items for which a PRDA has been established for SSD/DSSPs. The levels will be reestablished for each Family that has experienced a change to the Quarterly Forecast of Demand, PRDA, or SSD/DSSP Control Level Factor.

(2) The SSD/DSSP Control Level Factor is the percentage used in conjunction with the System Quarterly Forecast of Demand and the SSD/DSSP PRDA to compute the SSD/DSSP Control Level. This factor is developed by each DSC and input to the Management Policy Table with a change capability by FSC. A factor of 1.00 represents 100% entered as 100.

(3) Designated personnel of the DSO will manually prepare input document DIC ZTA, in the format of Table 019, appendix B-70, and forward it to the ODS to establish and maintain the SSD/DSSP Control Level Table. The table will print in the format of appendix F-223.

(4) ZTA input documents, Action Codes GK (Add) and GM (Replace), require entries in pos. 1-3, 7-9, 11-14, 23-25, and 77-80 in order to add or replace data.

(5) ZTA input document, Action Code GL (Delete), requires entries in pos. 1-3, 7-9, 11-14, and 77-80 in order to delete data. The pos. 11-14 FSC 9999 entry cannot be deleted.

(6) ZTA input document, Action Code GN (Inquiry), requires entries in pos. 1-3, 7-9, and 77-80 in order to obtain a printout of the policy table.

(7) In order to minimize the number of ZTA documents required to load the SSD/DSSP Control Level Table, 9999 should be entered in pos. 11-14 for the SSD/DSSP Control Level Percentage Factor applicable to the entire Commodity, or the majority of the classes in the Commodity. If only one factor applies, only one ZTA input document is required to load the table. When there is more than one factor applicable to the Commodity, ZTA input documents are required for the 9999 and each of the remaining classes.

(8) The SSD/DSSP Control Level Factor will be developed by each DSC, and input to the Management Policy Table with a change capability by FSC. This factor will remain constant until revised by the DSC.

(9) ODS personnel will receive and validate ZTA input. Rejected input will be assigned a VRC, (see appendix A-82) identifying the cause of failure of an input transaction to be processed by the computer and printed out on a violation document which will be forwarded to DSO for review. ZTA documents passing validation check will update Table 019 and produce a printout of the table. Table printout will be forwarded to DSO.

(10) DSO will receive and process violations IAW appendix E-070 V. Table printout will be reviewed to determine if ZTA document processed as intended by the originator. If table printout indicates that ZTA processing is valid, file the printout for reference and review. If ZTA processed incorrectly, initiate new ZTA input with correct data.

r. NEW ITEM/LEADTIME/SAFETY LEVEL - POLICY TABLE 020

(1) The New Item/Leadtime/Safety Level Policy Table provides information required to assign Storage Mission Codes and Prime or Preferred Distribution Activities to new items which have been in the DLA System less than two years and have a demand pattern which is not sufficient to permit mechanical forecasting of demand. (Age of Item Code N Items.) The table is to be loaded with numerics in pos. 41-42 and 43-44, these numbers represent the Fixed Safety Level Months to be assigned Low Value Replenishment Demand Items that migrated from a New Item, NSO or High/Medium status. Blanks in pos. 41-42 or 43-44 are invalid. Numerics must also be loaded in pos. 49-50 and 52-53. These numbers represents the ALT/PLT Computation Value Factor and the ALT/PLT Parameter Factor. The Computation Value factor is used in the weekly mechanical computation update of the ALT/PLT. This value is controlled by DLA-OSR. The ALT/PLT Parameter Factor is used to control mechanical leadtime update to the SCF and the printing of the ALT/PLT Listing, appendix F-111. Blanks and zeros in pos. 49-50 and 52-53 are invalid.

(2) Designated personnel of the DSO manually prepare input document DIC ZTA, in the format of Table 020, appendix B-70, and forward it to the ODS to establish and maintain this table. The Storage Mission Code and East and West locations must be compatible with those in the Storage Mission Code Table 001. The normal entry for the production leadtime days in pos. 45-47 is dependent upon the DSC's experience relative to the FSC. Line 10 of appendix F-161, SWS can be used to assist in determining this figure. (Depending on the applicable quarter, divide the line 14, 15, 16, or 17, column b entry in the line 10, column b entry and multiply by 91.) The normal entry for the ALT/PLT Computational Value Factor in pos. 49-50 is .67. Any deviation from this must be requested from DLA-OSR. Deviations will be used for simulation purposes only.

(3) ZTA input documents, Action Codes GK (Add), and GM (Replace), require entries in pos. 1-3, 7-9, 11-14, 23-37, 39-40, 45-47, and 77-80 in order to add or replace data.

(4) ZTA input documents, Action Code GL (Delete), require entries in pos. 1-3, 7-9, 11-14, and 77-80 in order to delete data. The pos. 11-14 FSC 9999 entry cannot be deleted.

(5) ZTA input documents, Action Code GN (Inquiry), require entries in pos. 1-3, 7-9, and 77-80 in order to obtain a printout of the policy table.

(6) In order to eliminate the necessity for preparing a separate ZTA document for each class in the Commodity in loading or maintaining the policy table, when associated data is the same for several or all classes, enter 9999 in pos. 11-14 to indicate that associated data applies to all classes except those for which a specific FSC Policy record exists. If the associated data applies to all classes in the Commodity, only one ZTA input document is required to load or change data in the policy table. If associated data varies for classes in the Commodity, ZTA document is required for the 9999 entry (the associated data applicable to the majority of the classes) and each of the remaining classes. Once entered in table 020, a 9999 Action cannot be deleted.

(7) The East/West Location RIC entry is the PDD, SSD, or DSSP designated as a Preferred Storage Location by the DSC, in the Storage Mission Code Table 001 for the Storage Mission Code entered in pos. 39-40.

(8) ODS personnel will receive and validate ZTA input. Rejected input will be assigned a VRC, (see appendix A-82), identifying the cause of failure of an input transaction to be processed by the computer and printed out on a violation document which will be forwarded to DSO for review. ZTA documents passing validation check will update table 020 and produce a printout of the table. Table printout in the format of appendix F-34 will be forwarded to DSO.

(9) DSO will receive and process violations IAW appendix E-070 V. Table printout will be reviewed to determine if ZTA document processed as intended by the originator. If table printout indicates that ZTA processing is valid, file printout for reference and review. If ZTA processed incorrectly, initiate new ZTA input with correct data.

s. STRATIFICATION - POLICY TABLE 021

(1) The purpose of the Stratification Policy Table is to store and maintain parameters for use during Stratification. These parameters are used to determine what Stratification Work Sheet (SWS) printouts, in addition to those automatically furnished, are required; in what detail these SWSs should be prepared, and which items should be listed on the Item Procurement Program Listing. This is a one line table. When fully loaded, replace action to this table requires submission of a Management Policy Table Document with all data entries filled. A delete action is not valid.

(2) Designated personnel of the DSO will manually prepare input document DIC ZTA in the format of table 021, appendix B-70, and forward it to the ODS to establish and maintain the Stratification Policy Table. Changes in the Stratification Policy Table should be submitted to the ODS prior to the cutoff date of the Stratification in which the policy change is to be effective (preferably 15 days in advance of the quarterly cutoff date). Stratification cutoff dates are 31 March, 30 June, 30 September, and 31 December.

(3) ZTA input documents, Action Codes GK (Add) and GM (Replace), require entries in pos. 1-3, 7-9, 23-74, and 79-80 in order to add or replace data.

(4) ZTA input document, Action Code GN (Inquiry), requires entries in pos. 1-3, 7-9, and 77-80 in order to delete or obtain a printout of the policy table. There is no delete action for this one line table.

(5) Dollar Value Limits in this table are used in determining items requiring IM review. An SWS will be printed out for any item having situations which exceed these values with the exception of the Item Procurement Program Dollar Value Limit. Items exceeding the Item Procurement Program Dollar Value Limit will be listed on the Item Procurement Program, appendix F-164. The normal entry for this element will be $2500.00 to satisfy the needs of the High Dollar Breakout program (DLAR 4105.8). As such, whenever this $2500.00 level is changed, it must be changed with full know-ledge of those elements in the DP&P and DTO responsible for High Dollar Breakout and the Minimizing programs. This is due to the impact a change can produce.

(6) The Stratification Sequence Printout Indicators are used by the program which prepares the Stratification Data Record. The Indicators indicate the data which is to be placed in Control Block A, Control Block B, and Control Block C of the 30-position sort field in the Stratification Data Record. For example, if summaries are desired by FSC and by ORC within each FSC, enter a 1 in pos. 68, a 2 in pos. 67, and place zeros in the remaining Indicator fields. The program will then place the FSC for the item in Control Block A, the IMs ORC in Control Block B, and zeros in Control Block C. If a 3 had been entered in pos. 73, the program would have placed the appropriate Age of Item Code for the item in Control Block C. Control Block C has no impact on summary worksheets produced in the Stratification processes but does result in additional sequencing of individual item printouts.

(7) ODS personnel will receive and validate ZTA input. Rejected input will be assigned a VRC, (see appendix A-82), identifying the cause of failure of an input transaction to be processed by the computer and printed out on a violation document which will be forwarded to DSO for review. ZTA documents passing validation check will update Table 021 and produce a printout of the table. Table printout will be forwarded to DSO.

(8) DSO will receive and process violations IAW appendix E-070 V. Printout will be reviewed to determine if ZTA document processed as intended by the originator. If table printout indicates that ZTA processing is
valid, file printout for reference and review. If table printout indicates that ZTA processed incorrectly, initiate corrective action as required.

(9) The Stratification Policy Table Listing, appendix F-221, should be reviewed prior to each Stratification to ascertain if policy in the table is in accord with prevailing HQ DLA budget guidance, funding, and local policy.

t. EMERGENCY REQUIREMENT - POLICY TABLE 022

(1) Whenever DSC obtains program guidance furnished by HQ DLA, relative to increased or decreased demand expectancy, this guidance can be used to increase or decrease the QFD factor by a DSC selected yearly demand frequency. The appendix B-70, table 022 entry for the pos. 23-29 QFD factor must be greater than all zeros and blanks are not permitted. A 100 (1.00) is the nonsignificant entry. The Frequency of Demand counter must be 0000 through 9999 and blanks are not permitted. A 0000 entry will compute the QFD/System quantities for all ICC 1, Age of Item Code E items during the monthly (VIP) quarterly forecast period.

(2) Future changes will incorporate the following procedures at a later date:

(a) A Reorder Point Factor, pos. 30-32, to increase the ROP quantity daily as is currently done during the forecast update period. A blank entry is invalid. A 000 through 999 entry is permitted. The nonsignificant entry is 000.

(b) UMMIPS Effectiveness Factors in pos. 33-38 must be 000-999. The nonsignificant entry is 100 (1.00). By considering the percentage of total demands that are priority 1-3 and 1-8 in the control level computation, proportionately higher control levels are established for items subjected to more high priority requisitions. By varying the F1 and F2 values in the control level formula, the optimum F1 and F2 values can be determined for each commodity by simulation. Optimum values are those which will strike a happy medium between achieving a high degree of availability.

(3) The individually listed items in the NSO Stratification Summary, appendix F-162, will be governed by the entries in pos. 54-65 of this table. Blanks, imbedded blanks, or other than numeric entries are invalid.

(a) Field pos. 54-57: Enter the dollar value of the excess which will cause an individual item to appear in the appendix F-162, for Reason Code EX, when an item stratifies into excess and the excess is equal to or greater than this entry.

(b) Field pos. 58-61: Enter the dollar value of the due-in on contract or PR which will cause an individual item to appear on the appendix F-162, for Reason Code OP, when an item stratifies into excess and the dollar value of the due-in on contract or PR is equal to or greater than this entry.

(c) Field pos. 62-65: Enter the dollar value of the deficiency which will cause an individual item to appear on the appendix F-162, for Reason Code LD, when an item stratifies with a deficiency and the dollar value of this deficiency is equal to or greater than this entry.

(4) Delete (GL) action can never be taken.

(5) Designated personnel of the DSO will manually prepare input document DIC ZTA in the format of paragraphs, appendix B-70, table 021.

u. REPORT OF AREA RETURNS - POLICY TABLE (023)

(1) The purpose of the Report of Area Returns Policy Table is to provide a means to monitor/evaluate the return of materiel from a selected group of Customers by area and service. The table includes a major location indicator (numerics 1 through 9 or alpha A through R (minus I and O)) in pos. 11 which corresponds to a predesignated geographic area. For example, Table Segment Number 1 (which is Major Location Code 1) may represent SEA, while Segment Number 2 will be another designated geographic area. This table includes provisions for 25 segments (Major Locations; geographic areas) each of which may contain a maximum of 81 selected DoDAAD Address Codes.

(2) Designated personnel of the DSO will manually prepare input document DIC ZTA in the format shown in appendix B-70, table 023. Information as to geographic area and DoDAADs to be included by HQ DLA for establishment and maintenance of this table.

(3) ZTA input, Action Codes GK (Add) and GM (Replace), require entries in pos. 1-3, 4-6, 7-9, 11, 22, and 23-78 in order to add or replace data.

(4) ZTA input document, Action Codes GL (Delete) and GN (Inquiry), require entries in pos. 1-3, 4-6, 7-9, 11, and 22 in order to delete or obtain a printout of the policy table.

(5) ODS personnel will receive and validate ZTA input. Rejected input will be assigned a VRC, appendix A-82, identifying the cause for failure of an input transaction to be processed by the computer. These rejections are printed on a violation output document and will be forwarded to DSO for review. ZTA documents passing validation checks will update table 023 and produce a printout of the table. The table printout in the form of F-156 will be forwarded to DSO. The printout will be reviewed to determine if the ZTA document was processed as intended by the originator and, if valid, will be filed for reference and review. If the table printout (appendix F-156) indicates that the ZTA processed incorrectly, processing personnel will initiate corrective action.

(6) DSO will receive and process violations IAW appendix E-070 V.

(7) This table will print in the format of appendix F-156 and is used in the preparation of the Area Returns Listing, appendix F-157.

v. STRATIFICATION ADJUSTMENTS AND RESTRICTIONS - POLICY TABLE 026

(1) The purpose of the Stratification Adjustments and Restrictions Table is to store and maintain parameters which designate adjustments and restrictions associated with the output of the Stratification Worksheet, appendix F-161, and such is processed quarterly in conjunction with Table 021. This is a one line table. When fully loaded, replace action to this table requires submission of a Management Policy Table Document with all data entries filled. A delete action is not valid.

(2) Designated personnel of the DSO will manually prepare input document DIC ZTA in the format of paragraphs, appendix B-70, Table 026, and forward it to the ODS to establish and maintain the Stratification Policy Table. Changes in the Stratification Adjustments and Restrictions Table should be submitted to the ODS prior to the cutoff date of the Stratification in which the policy change is to be effective (preferably 15 days in advance of the quarterly cutoff date). Stratification cutoff dates are 31 March, 30 June, 30 September, and 31 December.

(3) ZTA input documents, Action Codes GK (Add) and GM (Replace), require entries in pos. 1-3, 7-9, 23-68, and 79-80 in order to add or replace data.

(4) ZTA input document, Action Code GN (Inquiry), requires entries in pos. 1-3, 7-9, and 77-80 in order to delete or obtain a printout of the policy table. There is no delete action for this one line table.

(5) The limitations as depicted in appendix B-70 for this table are for modification of the stratification process only. Any deviations, except for testing, must be approved by HQ DLA.

(6) ODS personnel will receive and validate ZTA input. Rejected input will be assigned a VRC (see appendix A-82), identifying the cause of failure of an input transaction to be processed by the computer and printed out on a violation document which will be forwarded to DSO for review. ZTA documents passing validation check will update Table 026 and produce a printout of the table. Table printout will be forwarded to DSO.

(7) DSO will receive and process violations IAW appendix E-070 V. Printout will be reviewed to determine if ZTA document processed as intended by the originator. If table printout indicates that ZTA processing is valid, file printout for reference and review. If table printout indicates that ZTA processed incorrectly, initiate corrective action as required.

(8) The Stratification Adjustments and Restrictions, Table Listing, appendix F-310, should be reviewed prior to each Stratification to ascertain if policy in the table is IAW prevailing HQ DLA budget guidance, funding, and local policy.

w. STRATIFICATION DATA RECORD TOLERANCE TABLE - POLICY TABLE 027

(1) The purpose of this table is to store and maintain the tolerance levels for data contained in the Stratification Data Record. This table contains factors and levels used in conjunction with other adjustments and restrictions, such as MPT026, when the Stratification process is performed quarterly.

(2) This table is constructed through input of the DIC ZTA utilizing Action Codes, appendix A-42, as applicable. The document is a completely filled document with significant digits/fields preceded/filled with zeros if applicable from pos. 23 through 80. Any imbedded blanks in these fields are invalid.

(3) The factors and tolerance levels contained in this table are used during Stratification to factor quantity/dollar values and measure when an element of a Stratification Data Record has exceeded a particular tolerance level. Whenever this breach occurs an appendix F-445, Stratification Data Record, will be produced with the applicable Stratification Data Record Correctable Item/Reason for Printout Code, appendix A-124, designating the reason for the print out and the field(s) which exceed tolerances in the table.

(4) The various dollar value levels are rounded to the nearest thousand. The ALT and PLT maximums are recorded in days while the Procurement Cycle Months is a two position entry in whole months.

(5) Field positions 1-3 and 7-9 must always contain ZTA and 027 respectively. Positions 4-6 must have the RIC of the respective DSC, for DSCP designation one of the three commodities, S9M, S9S, and S9T. The valid Action Code, appendix A-42, must be in pos. 79-80.

x. MINIMUM PROCUREMENT DELIVERY ALLOCATION FACTOR - POLICY TABLE 032

(1) The purpose of this table is to store and maintain procurement delivery allotment factors used in the preparation of recommended buys. These factors are used whenever recommended buys are mechanically prepared as the result of a ROP breach, IM request, or Procurement Group breach. These factors apply to PDDs only.

(2) This table allows the DSC to use procurement delivery allocation factors for individual FSCs or for all the DSCs commodities. The walk-thru PR procedure, appendix E-266 P, is used if a procurement delivery is to be positioned in a manner contrary to that prescribed by this table.

(3) The factors in this table determine the minimum quantity and dollar value of materiel to be purchased if delivery is to be made to more than one PDD. For larger procurements, the table determines the minimum quantity, dollar value will be delivered to a given PDD, and the minimum PRDA required for a PDD to qualify for delivery of materiel. All dollar values are expressed in terms of an item's Acquisition Unit Cost.

(a) In the initial computation of delivery quantities, each delivery will be checked against the table to ensure that the quantity, dollar value, and percent of system buy, as well as the PRDA of the designated PDD, are equal to or greater than the corresponding values in the table. Delivery quantities at disqualified storage locations will be prorated to the remaining qualified locations.

(b) The total quantity and dollar value of the buy will be compared with the corresponding values in the table. Procurements which fall below either of these values will be consigned to the PDD with the greatest deficiency.

(4) Responsible personnel make changes to the Minimum Procurement Delivery Allocation Factor Table by manually preparing a Policy Table Change/Inquiry Document in the format of appendix B-70 (subparagraph x, table 032). ODS receives and processes the document. Upon input of one or more such documents, the table will print in the format of appendix F-63.

(a) Field positions 1-3 and 7-9 must always contain ZTA and 032 respectively. Positions 79-80 must contain one of the four valid Action Codes. For DSCP, pos. 4-6 must contain RIC S9M, S9S, or S9T, as appropriate. The RIC is mechanically assigned at the other DSCs.

(b) Leave pos. 11-76 blank for an inquiry (Action Code GN).

(c) Leave pos. 22-76 blank for a deletion (Action Code GL). The FSC 9999 entry can be changed (Action Code GM) but cannot be deleted.

y. SPR MAXIMUM ACCEPTANCE QUANTITY - POLICY TABLE 033

(1) The purpose of this table is to store and maintain variables, dollar value and multiples of the Quarterly Forecast Demand, which determine whether or not an SPR will be accepted for support. This is a multiple single-line table, in which a single-line is established for each valid variation of the Key Element. The first five lines of this table are mandatory entries, with a blank Key Element, and once established cannot be deleted.

(2) The first single-line is reserved for the SPR Maximum Acceptance Dollar Value. SPRs whose dollar value (using Acquisition Unit Cost) are less than the dollar value in Table 033 will be accepted with Status Code PA, unless the support date is less than ALT plus PLT away and there are not sufficient assets on hand to support the SPR quantity. DIC ZTA inputs with Action Code GK (Add) or GM (Replace) require entry of D in pos. 31 and dollar value in pos. 38-41 (whole numbers only). Positions 11-13, 23-28, and 32-37 must be blank for this transaction. Action Code GL (Delete) is not a valid document for this line.

(3) The second through fifth single-lines are reserved for the Military Services Maximum Acceptance Quantity Factors. The MAQ Factor for the Service is obtained from Table 033 and multiplied by the item's QFD. If the product is greater than the SPR quantity, the SPR is accepted with Status Code PA. DIC ZTA inputs with Action Code GK (Add)

or GM (Replace) require entries of A, N, F, or M in pos. 31 and numeric factors in pos. 32-33, 34-35 and 36-37 (one decimal place assumed). Pos. 11-13, 23-28, and 38-41 must be blank for these transactions. Action Code GL (Delete) is not a valid document for these lines.

(4) The remaining lines of this table are for Project Code Maximum Acceptance Quantity Factors. Up to two hundred Project Codes with MAQ Factors may be entered. The MAQ Factor for a Project Code is obtained from table 033 and multiplied by the item's QFD. If the product is greater than the SPR quantity, the SPR is accepted with Status Code PA. DIC ZTA inputs with Action Code GK (Add) or GM (Replace) require alpha/numeric entries in pos. 11-13 and numeric factors in pos. 23-24, 25-26, and 27-28 (one decimal place assumed). Pos. 31-41 must be blank for these transactions.

(5) DIC ZTA input document, Action Code GL (Delete), requires entries in pos. 1-3, 7-9, 11-13, and 77-80 in order to delete data. The pos. 31-41 entries cannot be deleted.

(6) DIC ZTA input document, Action Code GN (Inquiry), requires entries in pos. 1-3, 7-9, and 77-80 in order to obtain a printout of the policy table.

(7) Designated personnel of the DSO will manually prepare input document DIC ZTA in the format of Table 033, appendix B-70, and forward it to the ODS to establish and maintain the SPR Maximum Acceptance Quantity Table.

(8) ODS personnel will receive and validate DIC ZTA input. Rejected input will be assigned a VRC, (see appendix A-82), identifying the cause of failure of an input transaction to be processed by the computer. Rejected input will be forwarded to DSO for processing. DIC ZTA documents passing validation check will update Table 033 and produce a printout of the table. Table printout will be forwarded to DSO.

(9) DSO will receive and process violations IAW appendix E-070 V. Printout will be reviewed to determine if DIC ZTA transaction processed as intended by the originator. If table printout (appendix F-115) indicates that DIC ZTA processing is valid, file printout for reference and review. If DIC ZTA processed incorrectly, initiate corrective action as required.

z. WAR RESERVE CONTROL POLICY TABLE 034

(1) The purpose of this table is to establish, store and maintain control factors furnished by HQ DLA-OSR for use in various computations in the War Reserve Program. This table contains two types of percentage level factors. The Supply Availability Level Percentage Factor is a single factor which is used in the Wartime Safety Level computations. The other factor is the Allied Support Level Percentage Factor. There are five factors in this category, one for each service and they are used in factoring the DIC DMC submission requirements during computations.

(2) These factors are manually prepared by the responsible, designated personnel, usually the monitor, on the DIC ZTA, appendix B-70, and forwarded to the daily requirements cycle prior to the computational cycle which is in an annual mode. The applicable Action Codes, appendix A-42, for MPT034 are GK (Establish/Add), GM (Replace), and GN (Inquiry).

(3) The Supply Availability Level Percentage is a two position decimal factor, pos. 23-24, in the input document. While the Allied Support Level Percentage Factors are three position decimal factors per Service: Army - pos. 26-28, Air Force - pos. 30-32, Marine Corps - pos. 34-36, Navy - pos. 38-40, Other - pos. 42-44, in the input document. In both instances, the decimal is assumed before the first position of the factors.

(4) Any DIC ZTA which does not pass validation/edit criteria will be rejected to the ORC of the initiator with applicable VRC, appendix A-82, for correction and reentry as described in appendix E-070 V through the Violation Control/Suspense process.

5. FLOWCHART

Flowchart not required.